

POSITION GUIDE
NONAPPROPRIATED FUNDS

JOB NUMBER

FLSA: Non-exempt

TITLE: Hotel Accounting Technician

PAY PLAN/SERIES/LEVEL - NF-0525-3

MAJOR DUTY DESCRIPTION:

Ensures the accuracy and timeliness of accounting documents submitted by assigned activities. Maintains assigned subsidiary ledgers for accounts receivable, accounts payable, customer deposits, unearned income, annual leave payable, equipment, prepaid items and central storeroom accounts.

Determines that all lodging transactions are properly processed. Analyses and reviews reports and machine listing to assure they are in balance and in proper format and sort sequence, that accounting data is valid and that it adheres to prescribed regulatory manuals and procedures. Classifies erroneous conditions referring complex errors/problems to the hotel manager. Takes corrective action to bring reports and listings into balance. Verifies corrected copy and recommends changes in procedures to prevent a recurrence of the problem.

CONDITIONS OF EMPLOYMENT:

Completion of a satisfactory National Agency Check.

QUALIFICATION REQUIREMENTS:

Hotel front desk experience. Basic computer skills.